

# *The Elements of Style*

## Advanced Placement Language and Composition

### Summer Assignment

Using the information contained in the *Elements of Style* book, and following its instructions, complete all of the work here.

#### Pages 1-14

##### General Directions:

On all fill-in-the-blank type questions, fill in the correct word or phrase.

On punctuation questions, insert the correct mark (s) in the sentence.

On rewrite type questions, add to, delete from, etc., the existing sentence.

On true/false or multiple choice questions, circle the correct choice.

#### 1. Form the possessive of singular nouns by adding \_\_\_\_\_ .

➤ Pronominal possessives *yours* , \_\_\_\_\_ , \_\_\_\_\_ , \_\_\_\_\_ and \_\_\_\_\_ have no \_\_\_\_\_ .

➤ Indefinite pronouns, however, use the \_\_\_\_\_ to show possession.

#### 2. In a series of three or more terms with a single conjunction, use a \_\_\_\_\_ after each term except the last.

➤ Punctuate the following sentence:

We needed to buy wood nails sandpaper and a hammer before we could begin.

#### 3. Enclose parenthetic expressions between \_\_\_\_\_ .

➤ Punctuate the following sentences:

1. My husband Laurence won the grand prize.

2. The boys just to let you know will be late for dinner.

➤ Punctuate the following dates:

1. February to July 1942

2. Wednesday November 9 1861

➤ TRUE / FALSE. A **nonrestrictive clause** is one that is parenthetical, that is, it could be removed and the sentence would retain its meaning.

➤ TRUE / FALSE. **Restrictive clauses** are not parenthetical, are essential to the meaning of the sentence, and are not set off by commas.

**4. Place a comma before a conjunction introducing a(n) \_\_\_\_\_ clause.**

➤ Punctuate the following:

1. We saw a movie and then we ate dinner.

2. I knew he and I had met somewhere before yet I could not remember his name.

**5. Do not join independent clauses by a \_\_\_\_\_ .**

**Method A.** If two or more clauses grammatically complete and not joined by a conjunction are to form a compound sentence, the proper mark of punctuation is a \_\_\_\_\_ between the two clauses.

**Method B.** It is, of course, equally correct to write these clauses as two separate

\_\_\_\_\_ .

**Method C.** If a coordinating conjunction (and, but, or, nor, for, yet) is inserted to join the clauses, the proper mark to precede the conjunction is a \_\_\_\_\_ .

➤ Correct each of the following run-on sentences, using the method that corresponds to the letter of each statement above.

**Method A:**

Stevenson's romances are entertaining, they are full of exciting adventures.

**Method B:**

Stevenson's romances are entertaining, they are full of exciting adventures.

**Method C:**

The concert ended at midnight, we didn't leave the theatre until one.

➤ Note that if the second clause is preceded by an \_\_\_\_\_ such as accordingly, besides, then, therefore, or thus, you still may not join the clauses with a comma.

➤ Punctuate the following, using Method A:

1. The roads were slippery, therefore, we drove carefully.

2. We rode home then we cleaned out the stable.

3. A comma is not a conjunction or a semi-colon, therefore, it cannot be used to join two independent clauses.

**6. Do not break sentences in two.** In other words, do not use \_\_\_\_\_ s for commas.

➤ Correct the following for punctuation and capitalization:

a. He was a nice guy. The type you'd take home to Dad.

b. We first met in the late '60s. About five years before the war ended.

c. I needed sixteen yards of fabric. Enough to get the job done and still have some left over.

**7. Use a \_\_\_\_\_ after an independent clause to introduce a list of particulars, an appositive, an amplification, or an illustrative quotation.**

➤ Punctuate the following:

We needed the following props an old couch, some torn costumes, and a worn-out broom.

**8. Use a \_\_\_\_\_ to set off an abrupt break or interruption, and to announce a long appositive or summary. This mark of punctuation is stronger than a comma, less formal than a colon, and more relaxed than parentheses.**

- Punctuate the following by writing the corrections above the sentences and using **carats** ( ^ ) to show where the marks should be placed, since the marks will not fit into the sentence.:

a. His first thought on getting out of bed if he had any thought at all was to get back in again.

b. The rear axle began to make a noise a grinding, chattering, teeth-rattling rasp.

**9. The number of the \_\_\_\_\_ determines the number of the verb.**

- A. Words that intervene between the subject and verb do not affect the \_\_\_\_\_ of the verb.

- B. Circle the correct form of the verb in each sentence:

1. Everyone ( go goes ) out for lunch at noon.

2. Jacob and his iguana (was were) approaching quickly.

3. Although both refrigerators work, neither ( is are ) very pretty.

**10. Use the proper case of the pronoun. [This is not a question for you to answer.]**

- Circle the correct pronoun in each sentence.

1. Everyone must bring ( his/her their ) own lunch.

2. ( You your ) constant arguing is getting on my nerves.

3. Mother doesn't object to ( us our ) being out late.

4. Nobody can judge ( his/her their ) own work impartially.

5. Someone forgot ( his/her their ) hat in the gym last week.

➤ Avoid sentences such as, “Polly loves cake more than me,” because we don’t know if the sentence is supposed to mean that Polly loves cake more than she \_\_\_\_\_ , or if Polly loves cake more than I \_\_\_\_\_ .

➤ Depending on which meaning you want, change this sentence to either

1. \_\_\_\_\_  
or  
2. \_\_\_\_\_

**11. [Ms. Culliton’s favorite.] A participial phrase at the beginning of a sentence always refers to the grammatical \_\_\_\_\_ of the sentence, and this must come right after the comma following the participial phrase.**

➤ Rewrite each sentence so that it really says what it is supposed to say.

1. Having five young children, my washing machine is constantly in use.

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2. Being in a dilapidated condition, Mother decided not to buy the farmhouse.

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3. Excited about the Caribbean vacation, Josh’s swimming trunks were hastily packed.

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## ***The Elements of Style* pp. 15-38**

### **General Directions:**

On all fill-in-the-blank type questions, fill in the correct word or phrase.

On rewrite type questions, add to, delete from, etc., the existing sentence.

14. Use the \_\_\_\_\_ voice.

- To the left (at the small line), label each sentence below as “P” if it is written in passive voice or “A” if it is written in active voice.

\_\_\_\_\_ My trip to Brussels will always be remembered.

\_\_\_\_\_ A grotesque mask was worn by everyone at the ball.

\_\_\_\_\_ Only tall men are members of the club.

- Re-write each passive-voiced sentence above in the active voice below:

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- Note that when a sentence is made stronger, it usually becomes \_\_\_\_\_er.

15. Put statements in \_\_\_\_\_ form.

- Rewrite the negatively-phrased or irresolute statements below, eliminating tame, colorless, hesitating, and noncommittal language (you may cross out words and write above them):

James is not very often correct in his assumptions.

Leaving his partner stranded was not an honorable thing to do.

He did not remember what time he had promised to meet her.

When creating his masterpiece, Jacob did not pay attention to current popular tastes.

17. Omit \_\_\_\_\_ words.

➤ Edit and/or rewrite the sentences below:

The question as to whether he should be punished is entirely up to you.

There is no doubt but that he intended for everyone to know about the deal.

Owing to that fact that it rained, we had to cancel the match.

John is a man who always keeps his shirt tucked in.

My aunt is a woman who never arrives late.

This is a subject that is not comfortable for most people.

19. Express coordinate ideas in \_\_\_\_\_.

➤ Correct errors in parallel construction in each sentence below:

The French, the Italians, Spanish, and Portuguese all speak musical-sounding languages.

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I love to loaf on the beach and watching the children play.

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George's report was unacceptable because it was late, he hadn't typed it, and didn't follow the correct format.

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20. Keep related words together.

➤ Rewrite each sentence below so that its meaning is clear and unambiguous.

He only ate five pizzas, two orders of fries, and a plate of sautéed squid an hour ago, but now he's hungry again!

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The detective noticed a fur-lined glove in the middle of the floor that he had seen Mrs. Sampson wearing just an hour earlier.

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Sean told Lullabelle the story of how his aunt Sadie had given birth to three sets of twins while they were waiting in the elevator.

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He only found three mistakes in the report.

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21. In summaries, keep to one \_\_\_\_\_ .

➤ Correct all errors of verb tense in the following paragraph (**the first verb, “went,” is correct**):

Tormented by his guilty conscience, Dimmesdale went to the square where Hester has been punished years earlier. Climbing the scaffold, he sees Hester and Pearl and called to them to join him. He admitted his guilt to them but cannot find the courage to do so publicly. Suddenly Dimmesdale had seen a meteor forming what appears to be a gigantic A in the sky; simultaneously, Pearl pointed toward the shadowy figure of Roger Chillingworth. Hester, shocked by Dimmesdale’s deterioration, is deciding to obtain a release from her vow of silence to her husband. In her discussion of this with Chillingworth, she told him his obsession with revenge must have been stopped in order to have saved his own soul.

22. Place the emphatic words of a sentence at the \_\_\_\_\_ .

### III. A Few Matters of Form.

**Colloquialisms.** If you use a colloquialism or a slang word or phrase, simply \_\_\_\_\_ ; do not draw attention to it by enclosing it in \_\_\_\_\_ .

**Exclamations.** Do not attempt to \_\_\_\_\_ .

**Headings.** Leave plenty of \_\_\_\_\_ at the top of page 1. Leave a \_\_\_\_\_ after the heading. On succeeding pages, begin near the top, but not so near as to give a crowded appearance.

Omit the \_\_\_\_\_ after a title or heading. A \_\_\_\_\_ or an \_\_\_\_\_ may be used if the heading calls for it.

**Hyphens.** When two or more words are combined to form a compound \_\_\_\_\_ , a hyphen is usually required. If you are unsure whether a noun is properly written as one word, two words, or a

hyphenated word, use a \_\_\_\_\_ to find out for sure!

**Margins.** Keep the \_\_\_\_\_ and the \_\_\_\_\_ roughly the same \_\_\_\_\_ .

**Numerals.** Do not \_\_\_\_\_ dates or other serial numbers. The exception is when these dates or serial numbers occur in \_\_\_\_\_ .

Numerals that are *not* serial numbers or dates *should* be \_\_\_\_\_ in your writing.

**Parentheses.** A sentence containing an expression in parentheses is punctuated \_\_\_\_\_  
\_\_\_\_\_ the marks of parentheses exactly as if the parenthetical expression were \_\_\_\_\_ . The expression within the marks is punctuated as if it stood by itself, except that the final stop is omitted unless it is a \_\_\_\_\_ or an \_\_\_\_\_  
\_\_\_\_\_

***The Elements of Style pp. 39-49***

**A. Match each word to its definition by placing the appropriate letter on the line to the left of the word. Three letters will NOT be used.**

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|------------------------|-------------------------------------|
| _____ 1. aggravate     | a. impartial                        |
| _____ 2. allude        | b. not interested                   |
| _____ 3. allusion      | c. annoy                            |
| _____ 4. disinterested | d. add to                           |
| _____ 5. effect        | e. an indirect reference            |
| _____ 6. farther       | f. to refer to indirectly           |
| _____ 7. fortuitous    | g. to avoid                         |
| _____ 8. further       | h. to bring about (V); a result (N) |
| _____ 9. gratuitous    | i. a distance word                  |
| _____ 10. irritate     | j. a time or quantity word          |
|                        | k. by chance                        |
|                        | l. lucky                            |
|                        | m. unearned                         |

**B. Correct each of the following sentences by crossing out errors and/or writing the corrections above the sentences. Some sentences contain more than one error.**

1. He is a man who is very intelligent.

2. Hopefully I'll be in Boston by noon.

3. I don't mean to infer that she is dishonest when I describe her as "crafty." However, I would not take all her statements at face value.

4. We stayed inside of the house because it was cold out.

5. Inside five minutes, everything will be alright.

6. The question as to whether the course will be offered has not been decided as yet.

7. Doesn't any body want to leave before ten?

8. Jarred is regarded as the best drummer in town.

9. Most children could care less about the nutritional value of their food.

10. The sisters were vastly different than the rest of the family.